OPERATIONAL SERVICES DIVISION

Job Aid:
How to Subscribe to SmartBid

Step	Screenshot	Directions
1		Select the **Join** tab.
2		Select the **Subscribe** button in the Vendors – Join section.

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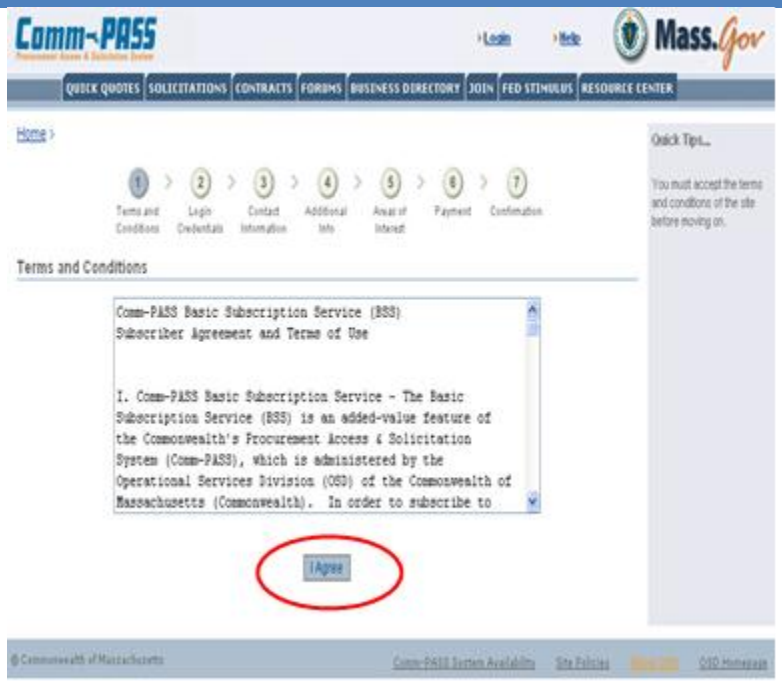
Step	Screenshot	Directions
3		Read the Terms and Conditions. Select the **I Agree** button.
4		Enter a **Login ID** and **Password**. Select a **Security question** and **Answer**.

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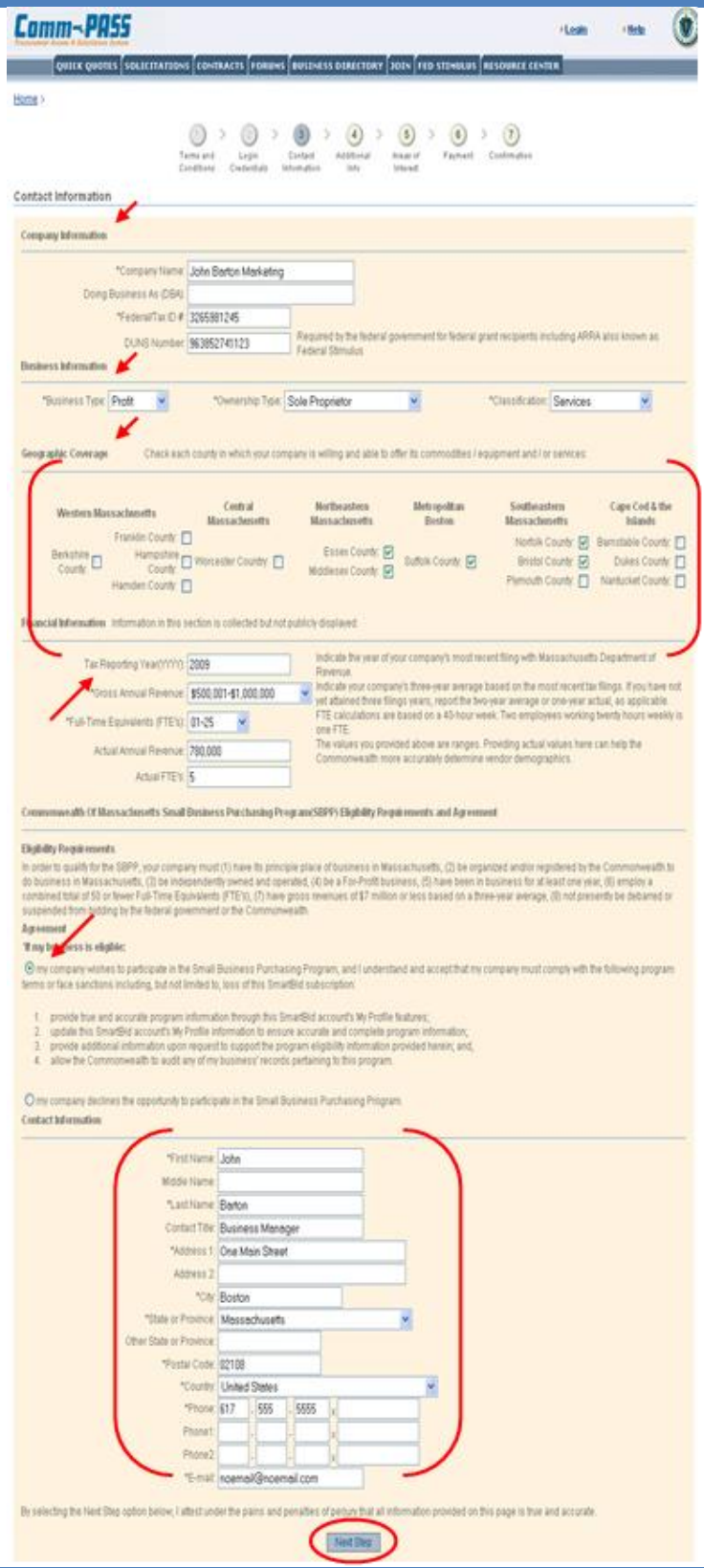
5		Enter your **Company Information** (Federal Tax ID & DUNS Numbers are not visible to the public). Enter your **Business Information**. Enter your **Geographical Areas Covered** Enter your **Financial Information** (none of the information in this section is publicly displayed, but it is used to determine your SBPP eligibility and to obtain more accurate analysis regarding demographics and program activity) **Commonwealth of Massachusetts Small Business Purchasing Program (SBPP) Requirements and Agreement** **Enter Your Contact Information** – This is the information that will automatically default to the Business Directory listing for your company or as the contact information in any online responses. Select **Next Step.**

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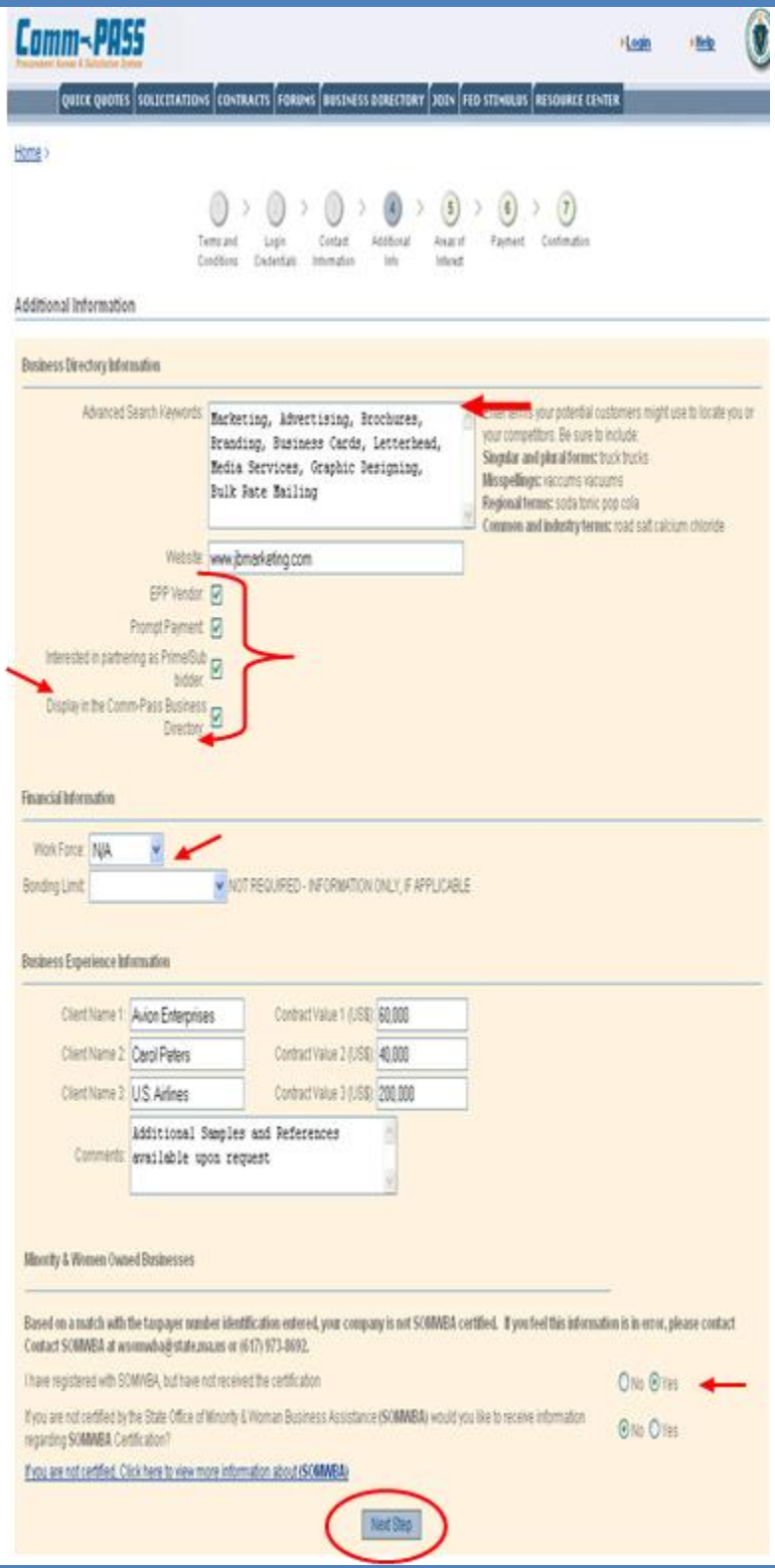
6		**Business Directory Information** - Be sure to provide sufficient details regarding the types of goods or services you provide. Select the appropriate indicators for your business: **EPP Vendor** – your business provides green friendly products or services. **Prompt Payment** – your business provides a discount to buyer if paid within a designated time frame. **Interested in Partnering as a Prime/Sub bidder** – your business is interested in partnering with another business **Business Directory –** check the box to be added **Business Experience Information** –list references to demonstrate past business relationships and contract values. **Minority & Women Owned Business** can declare their Supplier Diversity Office (SDO) certification status by selecting No or Yes. Select **Yes** if your business is interested in learning more about the certification process for Minority & Women Owned Businesses. Select the **Next Step** button.

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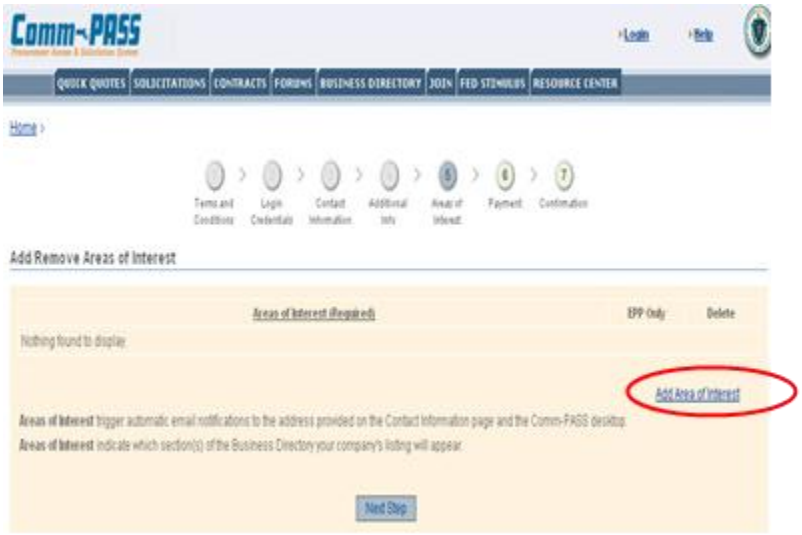
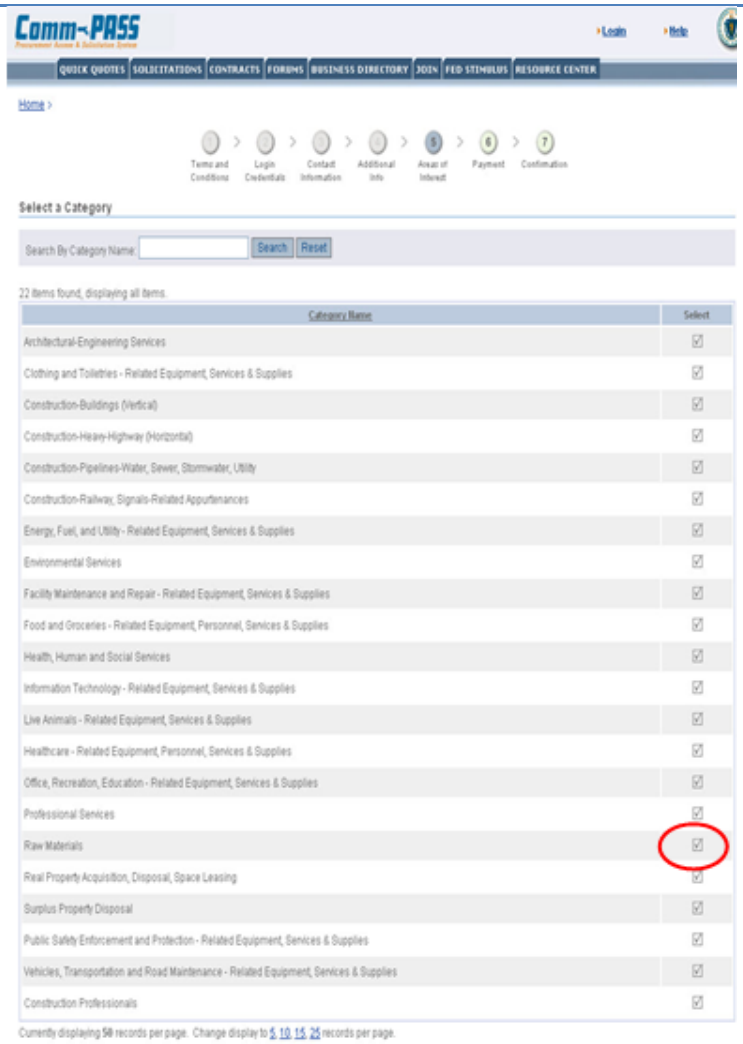
Step	Screenshot	Directions
7		Select the **Add Area of Interest** link – trigger automatic email notifications to the address provided on the Contact information page and the Comm-PASS desktop. Area(s) of Interest will also indicate which section(s) of the Business Directory your company's listing will appear. You must select at least one Category/ Subcategory to continue. Select **Next Step**.
8		Select a **Category** – helps to match your business to a good or service description. You may have more than one category; however, you must select your subcategories first and return to the **Add Area of Interest** link to select additional interests. Choose your category by selecting the Checkbox icon in the **Select** column.

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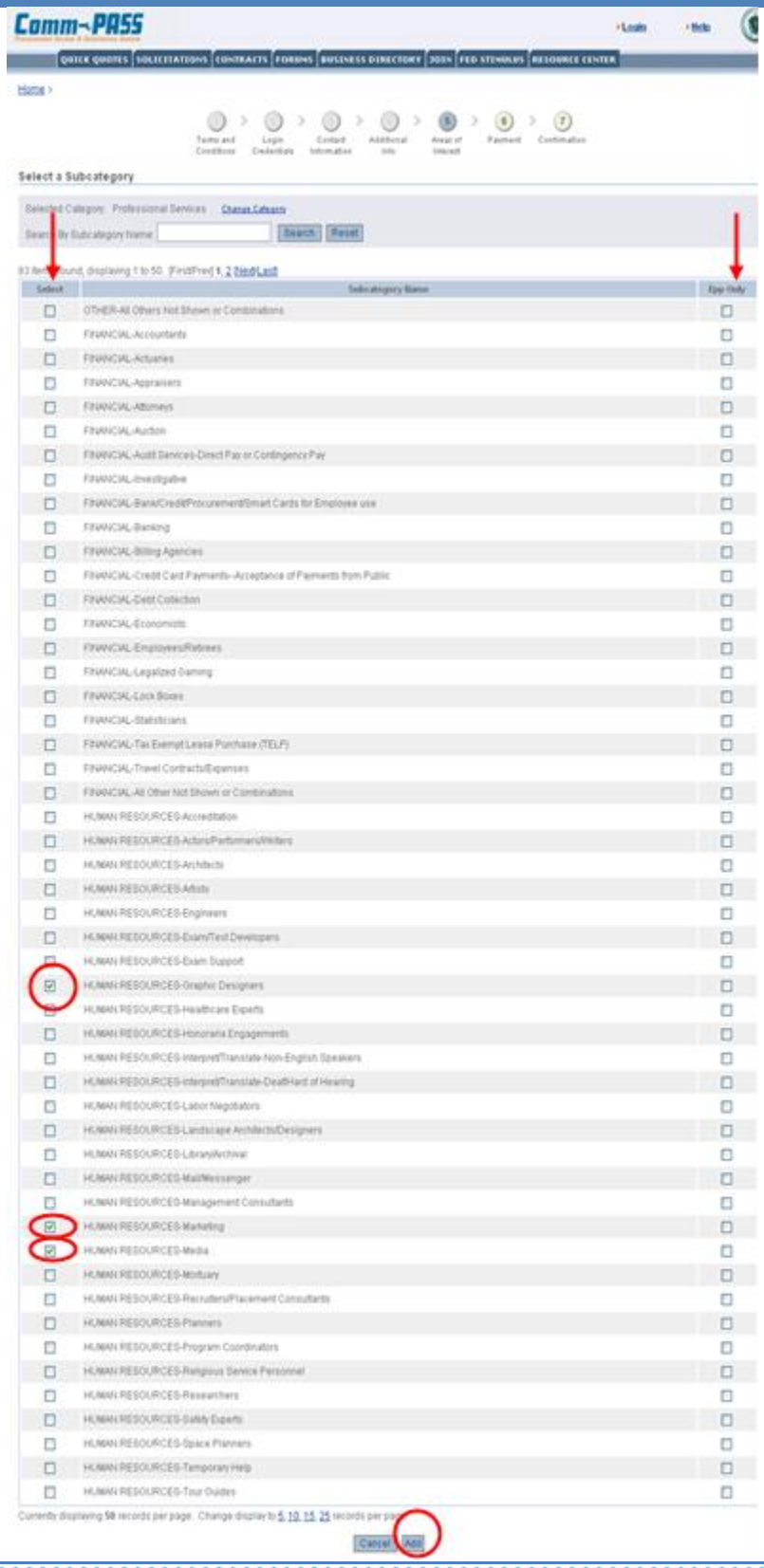
Step	Screenshot	Directions
9		Select **Subcategories** – you may choose more than one subcategory. Determine which best describe your good or service. After you have selected the Checkbox icon, you can select **Add** at the bottom of the page. If the good or service is an **Environmentally Preferred Product** you may also select the **EPP** indicator in the right hand corner.

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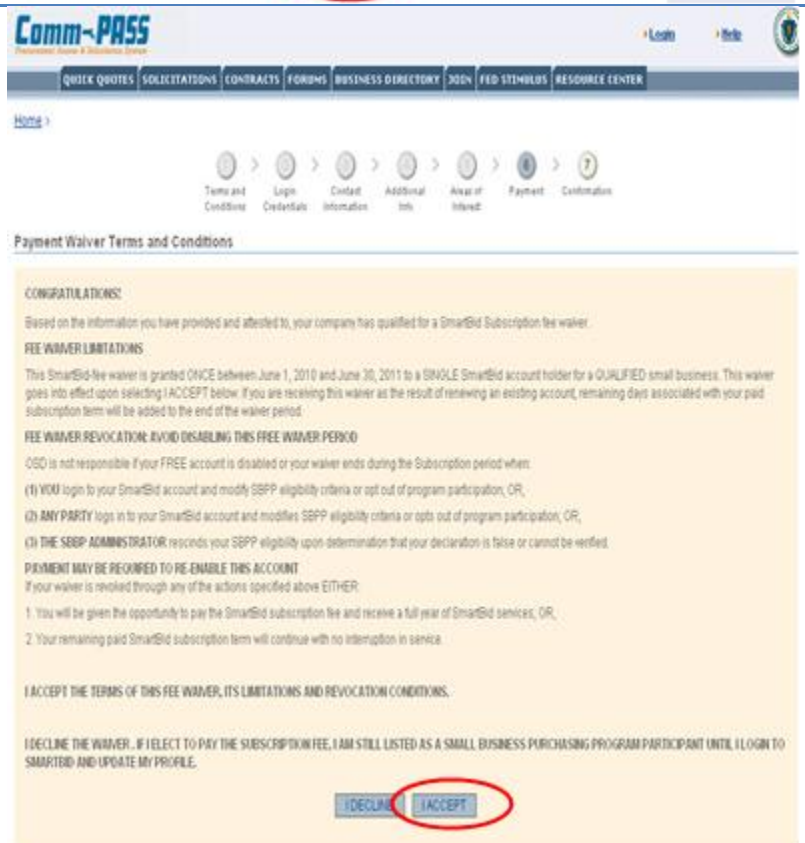
Step	Screenshot	Directions
10		You will notice that your Category and Subcategories are displayed, as well as your EPP indication. You may edit at any time by selecting the Trash Can icon to delete and/or selecting the **Add Another Area of Interest** link to add. Select **Next Step.**
11		Based on the information you provided and attested to, you will be presented with an offer to accept the **Payment Waiver Terms & Conditions**. Select the **I ACCEPT** button. Your Fee Waiver Period begins. It remains in effect for up to 365 days, unless updated, which disqualifies your business *OR* The SBPP Administrator determines during an audit of your records that your company is not eligible Select the **I ACCEPT** button.

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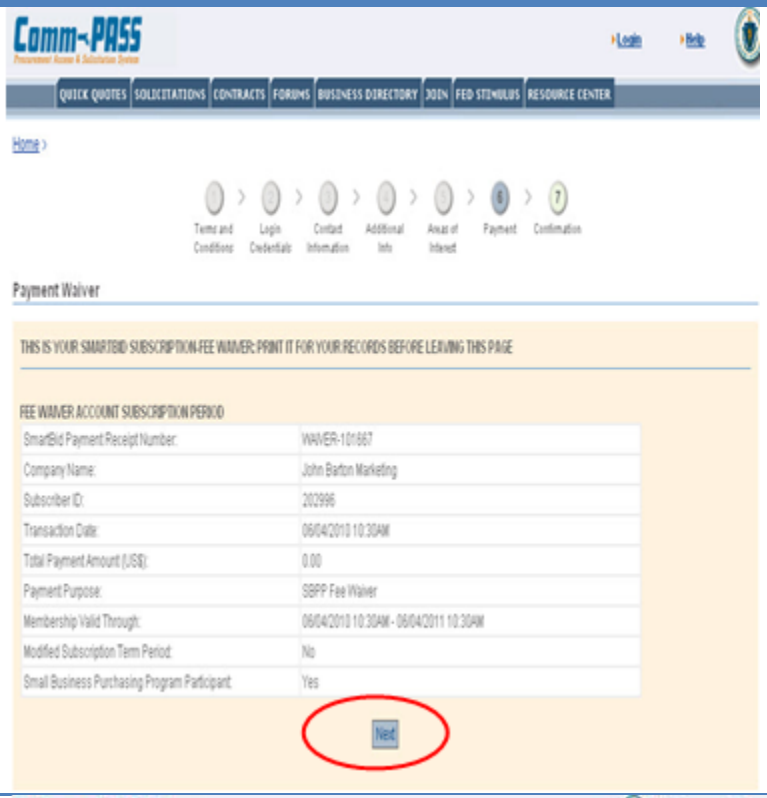
12		This is proof of your Payment Waiver. It gives you details on your Fee Waiver Account Subscription Period. Print this screen for your records. It is the vendor's responsibility to renew their subscription. **Renew Subscription** options are available under the **My Profile** tab. Select the **Next** button.
13		Your Subscription is now complete. Select the **Login to Start Using Comm-PASS** link to go to your Desktop.

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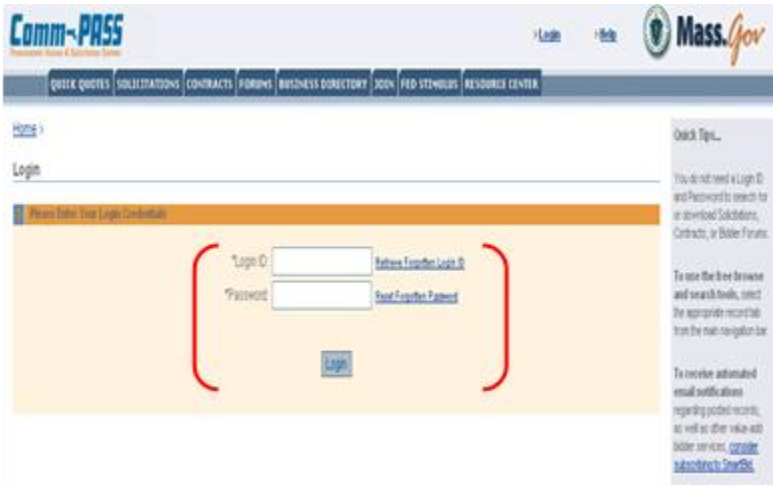
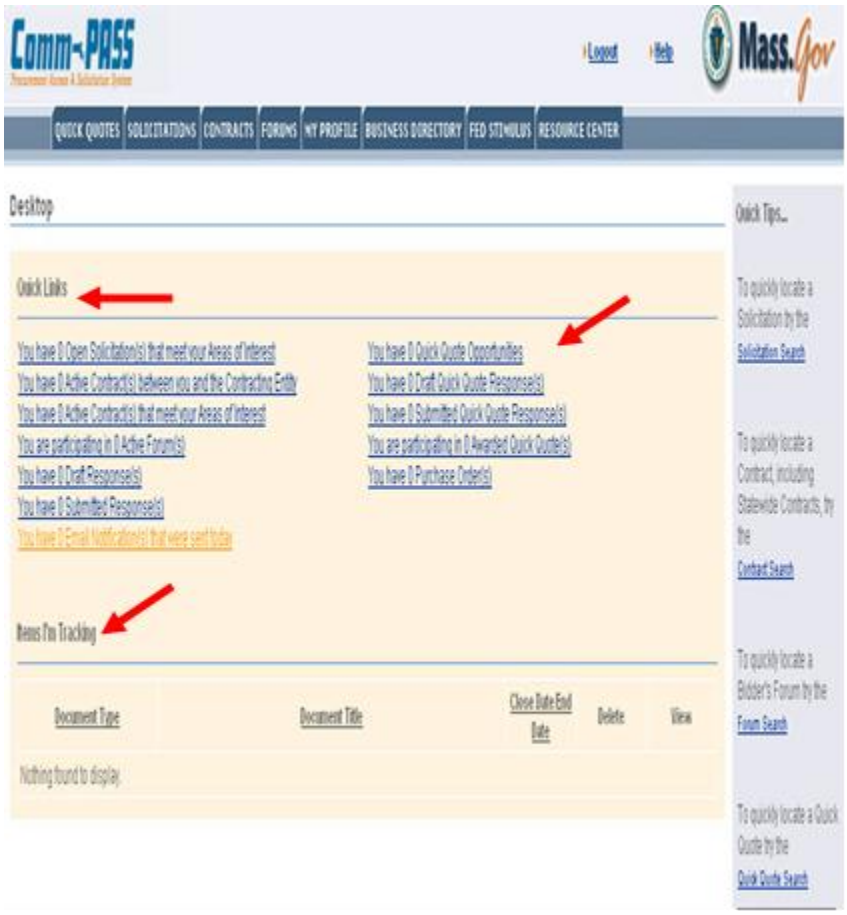
14		Enter Login ID and Password.
15		**Using your Desktop** **Quick Links** – provide you access to opportunities, draft responses, and contracts you may be participating in **Quick Links on the right** – provide access to Solicitations, Contracts, Forums, and email notifications. **Quick Links on the left** – provide access to Quick Quote opportunites **Note:** you may still use the searching feature to find open opportunities for which you may want to respond. See the job aids: • *How to Search for an Open Solicitation* • *How to Search for an Open Statewide Contract Solicitation* • *How to Search for an Open Free Form Quick Quote*